

POLICY ON BANNERS AT YOST WALL AND USE OF MEDIAN FOR ADVERTISING/PROMOTIONS

1. Without exception, council prohibits the use of signs, banners, posters or similar items placed in the median strip along the length of Ardmore Blvd without approval from council's Operations & Policy committee. The committee will only consider approval if the following conditions are met:

- a. The sign must be free standing and substantial
- b. It must be made out of durable material
- c. The sign must be weatherproof
- d. This policy on Ardmore median signs is intended for non profit organizations only although the committee will entertain proposals from for profit organizations following the same guidelines.
- e. The sign would be placed there no longer than 3 days.
- f. Approved signs must be placed so as to not block driver's line of sight.

2. For borough organizations that have an annual event previously approved by the committee, the operations and policy committee authorizes the borough manager to approve median signs under the same conditions stated here without the need to seek further approval of the committee.

3. The wall on Ardmore Blvd. at Yost may be used for banners and notices on the following basis:

- a. Only one banner may be placed at the location at a time. Applications are taken on a first come, first served basis.
- b. Any board or entity of the Borough of Forest Hills will have priority for use of the wall over other organizations.
- c. The organization requesting use of the wall must be located in the borough and must be non profit.
- d. Organizations using the wall are permitted to place their banner on the wall for a full 7 days. After that time period, the banner must be removed immediately. Banners may not be placed longer than seven days without approval of the borough manager and provided that no other organization has been scheduled. In no case shall a banner be placed on the wall longer than 14 days.
- e. The organization must do the work of hanging and removing a banner. The public works crew or other borough employees may not be used to provide either service.
- f. The banner must be neat and free of tears, dirt, stains or other characteristics that may create an unattractive appearance. The banner must be maintained in an attractive condition for the duration of the time it is placed there. Failure to do so will result in

removal of the banner by the public works crew with the cost of time and labor by borough employees and equipment billed to the organization.

- g. Banners must be removed promptly but no later than 8 PM on the last day it is scheduled for display.

4. Overhead banners across Ardmore Boulevard are not permitted unless the following conditions have been met:

- a. Approval may only be provided by the Operations & Policy committee of council during its scheduled monthly meeting after completing an application with the code enforcement officer. Applicants should allow sufficient time for the committee's review during its next regularly scheduled meeting. Signs placed in this manner must be located high enough to avoid interference with any and all traffic.
- b. A professional sign company must be used to install and remove the sign at the expense of the applicant. Furthermore the sign company must use equipment that is safe and appropriate to the job and must establish a proper work zone traffic control system as established by PennDOT regulations and requirements.
- c. Banners may be left in place a maximum of two weeks and must be removed immediately following this period.
- d. Both the applicant and the sign company must possess liability insurance and shall indemnify, hold harmless and defend the Borough of Forest Hills, its agents and employees, against any and from all suits or actions or causes of action or claims of every kind and description brought against the Borough of Forest Hills and/or any of its officers, agents or employees and also from damages, cost or expenses, including counsel fees, which the Borough or its agents, officers or employees may experience by reason of injury to any person or property or a claim or suit alleging such injury resulting from any act or omission in the performance of this agreement or in the supervision of such performance or from any defective or improper equipment or materials used in the performance of this agreement, including specifically, joinders based upon contribution, sole liability, indemnity or liability over.
- e. This policy on overhead banners on Ardmore Blvd. is intended for non profit organizations only although the committee will entertain proposals from for profit organizations following the same guidelines.
- f. A deposit of \$150 must be provided to the borough to secure permission for the placement of these banners. This deposit is refundable provided that the applicant follows these guidelines completely and promptly removes the sign.

5. Applications for use of the wall must be made through the borough's code enforcement officer who will determine that the necessary criteria have been met prior to issuing a permit. Applications for overhead banners and median signs must also be made through the code enforcement officer who shall forward the application to the Operations & Policy committee of council for action at their next monthly meeting.

6. Past failure to follow this policy will result in disapproval of any future applications.

See also §27-801.E. (1) of the borough's code of ordinances.

Approved by council on February 19, 2003

Revised June 15, 2005

Draft, May 2010

Revised May 19, 2010

BOROUGH OF FOREST HILLS

Ardmore/Yost Wall Banner Display Permit

This permit authorizes _____ of _____
to place a banner for public display on the wall on Ardmore Blvd. at Yost for the purpose of
_____ for a period of one week, beginning Sunday,
_____, 20___ and ending no later than 8 PM on Saturday, _____, 20___.

I hereby declare that my organization is a non profit entity located in the Borough of Forest Hills and will comply with the provisions of the policy as established by the Borough of Forest Hills council on February 19, 2003 as amended. I understand that failure to comply with the provisions of this policy will result in immediate removal of the banner by Forest Hills employees with the cost of time and labor by borough employees and equipment billed to the organization.

By signing this permit, I hereby indicate my agreement to the terms and provisions of the permit and policy referred to herein and that I am authorized to sign on behalf of my organization.

Signature of Applicant Date
(Applicant must complete the information below)

Applicant's Name: _____

Organization: _____

Address: _____

Phone number: _____ Fax number: _____

(Office use only)

Approved

Disapproved

Comments:

Approved by: _____ Date: _____

BOROUGH OF FOREST HILLS

Application for Ardmore Median Signs or Overhead Banners

Purpose of Sign: _____

Name of individual applying: _____

Organization: _____

submits this application to the Operations & Policy Committee of Borough Council for the placement of *(check all that applies and indicate number of signs or banners requested)*:

- _____ signs in the Ardmore Blvd. median strip for a period of three days
- _____ overhead banners for a period of two weeks

beginning _____, 20__ and ending no later than _____, 20__.

I hereby declare that my organization is a non profit entity located in the Borough of Forest Hills and will comply with the provisions of the policy as established by the Borough of Forest Hills council on February 19, 2003 as amended. I understand that failure to comply with the provisions of this policy will result in immediate removal of the signs by Forest Hills employees with the cost of time and labor by borough employees and equipment billed to the organization.

By signing this permit, I hereby indicate my agreement to the terms and provisions of the permit and policy referred to herein and that I am authorized to sign on behalf of my organization.

Signature of Applicant

Date

(Applicant must complete the information below)

Organization Address: _____

Phone number: _____ Fax number: _____

Check this box if applicant represents a for-profit organization seeking an approval of an exception to the nonprofit requirement. Complete information required above.

(Office use only)

Approved

Disapproved

Comments:

Approved by: _____

Date: _____